

Village Policy: AD-3

Date Issued: October 6, 2008

POLICY TITLE: Copy Machine Usage by Employees

AUTHORIZATION: Village Administrator

POLICY STATEMENT: Village employees may use a village copy machine for personal use. The cost will be \$0.05 per single-side page or \$0.08 per double-side page.

Copy machine usage will be based on the honor system.
Payments shall be provided to any of the front office staff.

Approved this 6th day of October, 2008.

Village Administrator